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The Brookings Institution
722 Jackson Place, N. W.
Washington 6, D. C.

January 10, 1058

The Honorable
Allen W. Dulles
Director of the
Central Intelligence Agency

My dear Mr. Dulles:

In October of last year, I wrote to you concerning The Brookings Institution's Conference Program for Executives in the Federal Service, inviting you to nominate key officials from the Central Intelligence Agency for participation in our first Conference. We appreciated your nomination of Mr. [REDACTED] Deputy Director of Training, and regretted that it was not possible to include him in our first group.

STATINTL

Plans are now being laid for a second Conference, which will be similar to the first, to be held from March 16 through 28 in Williamsburg, Virginia. We would again like to invite you to submit nominations for this Conference. If you would like us to again consider [REDACTED] we would appreciate knowing this before we make our selections.

STATINTL

As you may recall, representatives of both civilian and military agencies are selected to participate. The total number of executives selected will be around twenty. Nominees should be mature individuals who are accustomed to responsibility, so that they may contribute to discussions as well as learn from them. They should be persons whom you regard as definitely successful, yet, who are at the same time capable of further development. They should be persons in your agency who are frequently suggested for difficult assignments and who can be released from current work for a two-week period only with some hardship.

Nominations may be made by writing to Mr. William T. McDonald, Director of the Executive Conference Program. They should be submitted before January 31, 1958. For each person nominated, we would appreciate receiving a brief resume of his background, including his age, education, career record, awards and distinctions, and prior participation in conferences, meetings, or other related activities concerned with public management.

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I have enclosed copies of the general brochure describing the Conference Program, the program for the first Conference, and a roster of executives who participated in it.

Sincerely yours,

/s/ Robert D. Calkins

President

Enclosure

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